

California Housing Finance Agency Job Opportunity

Office Technician (Typing)

Salary Range	\$2510-3050
Final File Date	Open Until Filled
Division	Asset Management Division <i>Note this Division on the front of your application.</i>
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Timebase	Permanent & Full-time
Number of Positions	One
Travel	None
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov
Who Should Apply	Individuals who are currently in this classification, eligible for lateral transfer or list eligible. Applications will be screened and only those that best meet the requirements of the job will be considered.
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 <i>Note on the front of your application that you're applying for the position in the Asset Management Division.</i>
Duties	<p>Under the supervision of the Housing Finance Officer, the Office Technician provides clerical support to the Asset Management Division. Duties include:</p> <p><u>Essential Functions</u></p> <p>45% Types and edits letters, memos, reports, field inspection charts, etc., from handwritten drafts, and originates correspondence when appropriate.</p> <p>25% Creates and maintains all project files, maintains and updates all information on the project "Contact Sheets" for each project, routinely purges and archives documents from project files.</p> <p>10% Handles information call and incoming correspondence, mails out requested information or forwards such to the appropriate staff for response and follow-up.</p> <p>10% Input of project budgets and audited income and expenses into the Multifamily database.</p> <p>5% Independently drafts letters and memos in response to telephone calls and written requests.</p> <p><u>Marginal Functions</u></p> <p>3% Performs other duties as required.</p> <p>2% Schedules meetings and appointments, makes travel arrangements and prepares travel expense claims.</p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>

2/18/05